

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Department of Archive	Publication No. 76–RM–1 for instructions on completing as and History, Records Management Division, 330 Capit				
Attention: Scheduling S	0100.01-01				
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education Division of Public Library Services	Application Number 85-100-9			
Application Number	Education Information Center	Date Received Date Completed			
	156 Trinity Avenue, S.W. Atlanta, GA. 30303	AUG 31 1987 TUN 30 1988			
2. Person to Contact	Working Title	Telephone Number			
Dr. Anne Moughon	Coordinator	(404) 656-2402 or			
3. Action Requested		(404) 656-2461			
	Schedule; record will continue to accumulate.				
	ecumulation; no further accumulation anticipated.				
c. 🕅 Amend Application I					
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if	different)			
1972 to date	Education Information Center Request Re	ecords			
6. Division and Office Function					
The Division of Public Library Services provides research support to the State Superintendent and administrators and consultants in the Department of Education through the agency of the Education Information Center (EIC).					
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		•			
		•			
7. Record Series Description	This file contains the following documents (include form Attach samples of the file.	numbers and titles, if any):			
	roviding information analysis and document and obtaining client evaluations of the				
-					
Included are: User Req	uest Forms and attachments and Client Eva	aluation Forms(DE Form 0872)			
	· · · · · · · · · · · · · · · · · · ·				
	·	j			
File is arranged: Numer	rically, annual year, by Request Number,	in reverse numerical order.			
8. Monthly Reference Rate	How often are records referred to which are:				
One to six months old	10; Seven to twelve months old5_; Thirteen	to twenty-four months old;			
twenty-five months and olde					
9. Annual Rate of Accumulation		1.6			
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify) 1 Records Storage Box			
	· · · · · · · · · · · · · · · · · · ·				

X If not, where is		: series?	1		•
χ b. Does the series	contain confid	lential information	n requiring se	curity handling? If yes, cite law	or regulation.
X c. Is this a vital re	cord?			_ _	-
X d. Does this series					
e. When one or tv			necessary to	keep the entire file for a long pe	riod, could these
	•		published? I	f yes, attach copy.	
g. Is the informat		in this series ever a	enalyzed and	or recorded in a summarized rep	oort?
h. Is there a dupli X If yes, where?	cation of this s	eries in your offic	e, or in anoth	ner office or agency?	
	r a major porti	on of it) regularly	microfilmed	?	
X i Does the record					
11. Retention Requirements	ın	e following requir	es the series i	to be kept:	
a. State Law		years.	*	Audit period	years.
b. Statute of limitation c. Federal law		years. years.		Administrative need Federal retention instructions	/years.
o, reacial law		y cars.		ederal retention matractions	years.
request record. S requests.	dates of p ometimes n	previous requ new informati	iests, wh ion packe	ich requires referral ts are built on the re	sults of older
12. Approved Disposition Instr				file series be cut off at the end of the cut off at the end of the cut off at the end of the cut of	
☑ Destroy.☐ Transfer to State Archiv☐ Other (Specify)	es for permand	ent retention.		•	
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		i .		ν	
These instructions apply to	all prior and f	uture accumulatio	ons of the seri	ies.	
Agency Mead/Designee (Signat	ure)	Date	Records M	anagement Officer (Signature)	
Killy E. Lours	nan	7/28/87	Yuk	io Oaker	07/28/87
		\$ *	Sta	te Records Committee (Signata	ure) Date
Recommendations in paragraph 12 are approved.	Canan A	lian /Darings	1/	2/1	6-13-88
(If disapproved, attach letter	State Aud	litor/Designee	/~/	2 tille	3-73-80
of explanation.)	Secretary of	State/Designee	Cedwa	rd Weldon	6/7/88
	Attorney G	ieneral/Designee	1	ne Skullet	3 kme 46
AR-50-71; Rev. 76		(1	Rever a G od		
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AR-50-71; Rev. 76

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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	Publication No. 76-RM-1 for instructions on completing the sand History, Records Management Division, 330 Capitol	• • • •			
Attention: Scheduling S		Avenue, Atlanta, Georgia, 30334,			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education	Application Number			
	Div. of Research and Leadership Develop	85-100			
Application Number	Education Information Center ment	Date Received Date Completed			
	1862 Twin Towers East	DEC 1 7 1985 JAN 3 1986			
2.2	Atlanta, GA 30334				
2. Person to Contact Dr. Anne Moughon	Working Title Telephone Numb Coordinator (404) 656-2402				
3. Action Requested					
	Schedule; record will continue to accumulate.				
b. 🛘 Dispose of present ac	ccumulation; no further accumulation anticipated.				
c. 🗆 Amend Application I					
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	fferent)			
Earliest Latest 1972 , to date	Education Information Contan December D	1-			
1972 to date	Education Information Center Request R	ecoras			
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?			
to the State Superi innovation developm retrieval and analy administrators and Center (EIC).	adership Development Division provides man ntendent of Schools in planning, leadershi ent and evaluation. It also provides prof sis services to about 2500 highly-placed, consultants statewide, through the agency	p development, and essional information public education			
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	ımbers and titles, if any):			
Documents relating to: Providing information analysis and documentation services to individual clients of the EIC and obtaining client evaluations of the service received.					
Included are: User Requ	est Forms and attachments, and Client Eval	uation Forms (DE Form 0872)			
	•	•			
		,			
File is arranged: Numerically, annual year, by Request Number, in reverse numerical order.					
8. Monthly Reference Rate	How often are records referred to which are:				
One to six months old $\underline{10}$; Seven to twelve months old; Thirteen to	o twenty-four months old;			
twenty-five months and old					
9. Annual Rate of Accumulation	on of Records				
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify) 1 records storage			
	•	box			

(Over)

	If not, where is	it?	· · · · · · · · · · · · · · · · · · ·		·		
х	b. Does the series	contain confi	idential information	n requiring security handling? If yes, cite law or regu	ilation.		
х	c. Is this a vital re	cord?	······································				
Х	d. Does this series	s series have historical or long term research value? ,					
x	ľ	r two documents in the file make it necessary to keep the entire file for a long period, could these					
X	documents be s			i literation of the second second			
		Is the information contained in this series ever published? If yes, attach copy. Is the information contained in this series ever analyzed and/or recorded in a summarized report?					
X	If yes, attach or	opy, (atta	chments)				
X	If yes, where?			e, or in another office or agency?			
X	į.		tion of it) regularly				
X 11. Reten	I j. Does the record tion Requirements		in a computer prin he following requir	tout? es the series to be kept:			
	·						
	ite Law		years.	d. Audit period	years.		
	itute of limitation deral law		years.		7years.		
C. Fe	derai iaw		years.	f. Federal retention instructions	years.		
reco	ord. Sometimes	new info	rmation packe	uest, which requires referral to ear	r requests.		
12. Appro	oved Disposition Instr		•	ends that the file series be cut off at the end of each: Fiscal Year; Other			
□ Tra Ži Tra Ži Đe □ Tra	old in the current files ansfer to local holding ansfer to State Record stroy, ansfer to State Archiveler (Specify)	g area; hold _ ds Center; hol	year(s) Idyea	; then			
				+			
		,					
These	instructions apply to	all prior and	future accumulation	ons of the series.			
Agency H	ead/Designee (Signat	ure)	Date	Records Management Officer (Signature)	Date		
A.	11-61	-	12/11/0-	Vih Rh	12/11/00		
y-in	y Thur	nan	NATITES	1 Like Vake	<u> </u>		
Pac	ndations to occur			State Records Committee (Signature)	Date		
	ndations in para- re approved.	State Au	ditor/Designee	How At Inell	2-31-65		
	roved, attach letter	State At	, Ocargine		- 		
of explana	tion.)	Secretary (of State/Designee	Edward William	12/27/85		
		A-4	General Maries and	1// #	1-101		
AR-50-71;	Rev. 76	Attorney	General/Designee	Reverse Side)	X/2/86		
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